



LOUISIANA STATE EMPLOYEES' RETIREMENT SYSTEM

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LIAISON MEMORANDUM

NUMBER 06-10

To: Agency Liaison Officers

From: Jennifer N. Templet
Assistant Director

RE: Pension Payroll Component of LASERS

Date: May 12, 2006

The Pension Payroll component of the new LASERS pension administration system, SOLARIS (State of Louisiana Retirement Information System), will go live with the June retirement benefits run.

This phase of the project should be completely transparent to your employees and retirees. However, there will be a two week period where some processing at LASERS is suspended while the old system data is converted and reconciled in preparation for going live with the new system. This will occur beginning May 15, 2006. Your members will probably not be aware of this, but the following is a list of the affected processes in case you receive any inquiries.

1. **Retiree demographic changes:** Name, Address, and Beneficiary changes received after May 15, 2006, will be held until June 1, 2006. Any address changes affecting delivery of a paper check will be handled manually.
2. **Retirement Calculation Processing:** Regular, IBO, Disability, Survivor, and DROP retirement benefit calculations will be suspended for two weeks until June 1, 2006.
3. **DROP Withdrawals and Early DROP terminations:** These transactions will not be processed until June 1, 2006. LASERS will begin posting DROP funds in arrears so this will not affect deposits.
4. **EFT Changes:** These transactions will not be processed during the two weeks until June 1, 2006. If an EFT is going to an old account or routing number, LASERS will notify the member and issue a special

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check for this month's benefit payment. The new account/routing will take effect for the July benefits run.

5. **Tax Changes**: These transactions will not be processed during the two weeks until June 1, 2006. If the tax change warrants it, LASERS will manually stop the regular benefit payment and issue a special check for this month's benefit. The new rate will take effect for the July benefits run.
6. **Death Notifications**: These transactions will not be processed during the two weeks until June 1, 2006. If necessary, LASERS will manually stop benefit payments to deceased members.
7. **Rehired Retirees**: These transactions will not be processed during the two weeks until June 1, 2006. For retirees returning to work under Option 3 (suspension of benefits) during this period, LASERS will manually stop benefit payments.

Should any unforeseen circumstance affect these dates, LASERS will notify you via Liaison Memorandum as well as on the LASERS website, www.lasersonline.org.

For additional information, please feel free to contact a LASERS Member Services Representative at (225) 922-0600 or (800) 256-3000.